



Department of Corrections
INFORMATIONAL BULLETIN

**Subject: REVISION TO CDC FORM 1431,
GUIDELINES FOR THE INSPECTION
OF PUBLIC RECORDS AND CDC
FORM 1432, REQUEST TO INSPECT
PUBLIC RECORDS**

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The purpose of this Informational Bulletin is to officially announce the revision of California Department of Corrections (CDC) Form 1431, Guidelines For The Inspection of Public Records and CDC Form 1432, Request To Inspect Public Records. Revisions to CDC Forms 1431 and 1432 reflect revisions to the Department Operations Manual, Article 16, Public Records, Section 13040.

This section addresses staff responsibilities for the collection, maintenance, and disclosure of records identified as public records, as well as cost associated with the reproduction of public records.

The CDC Form 1431 (Rev 05/01) and CDC Form 1432 (Rev 05/01) will be printed on 8 ½" X 11" white bond paper and can be ordered through Prison Industry Authority on a CDC Form 1853 in quantities of 500 sets or more.

Please inform all persons concerned with the contents of this bulletin and direct any inquiries regarding this bulletin to Robert P. Martinez, Assistant Director, Communications Office, at (916) 445-4950.

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